

Indiana Judicial Center
Request for Quotation: Stakeholder Trainings on the Indiana Risk Assessment
and the Indiana Youth Assessment Systems
Project No. 2015-617b
Release: June 18, 2015
Questions Due: June 30, 2015 at 3:00 p.m.
Responses Due: July 17, 2015

Introduction

Quotations are requested by the Indiana Judicial Center to provide Stakeholder trainings on the Indiana Risk Assessment and the Indiana Youth Assessment Systems. The requested work is for Continuous Quality Improvement Processes for Risk Assessment, which is supported by Grant #2014-DJ-BX-1191 subgrant 3721 through the Indiana Criminal Justice Institute's Justice Assistance Grant Program.

Award amount: This solicitation is one of two solicitations offered under the grant funds awarded to the Indiana Judicial Center noted above and both projects (2015-617a & 2015-617b) will be funded from this total award amount of \$54,100.00.

The criteria used to evaluate the quotation will include the Scope of Work, the capabilities of the Respondent, the experience and qualifications of the Respondent, and cost. Questions concerning this Request for Quotation should be emailed to the Indiana Judicial Center, to the attention of Michelle Goodman, at Michelle.Goodman@courts.in.gov. The Indiana Judicial Center intends to sign a contract with one Respondent to fulfill the requirements in this Request for Quotation.

Purpose of the Request for Quotation

The purpose of this request is to choose a Respondent that can develop training curricula on the Indiana Risk Assessment System and Indiana Youth Assessment System that will assist various stakeholder groups that receive assessment information. The Respondent will work with the Indiana Judicial Center and any workgroup established by the Indiana Judicial Center.

Scope of the Work

The Respondent will:

- 1) Develop training curricula for stakeholders on Risk Assessment, consistent with the evidence-based literature, including outlining basic principles and role of assessments, appropriate uses for assessment information, including relevant case law, and how to use assessments in determining community supervision requirements and services. The key stakeholder groups include: judges, prosecutors, defense attorneys, community supervision staff and service providers. The trainings must include substantive information on the Indiana Risk Assessment

System and the Indiana Youth Assessment System with help of selected assessment trainers. Proposals should include recommended training duration for each of these training curricula.

- 2) Proposal must identify qualified faculty who can deliver this training on a regional basis within Indiana. The Indiana Judicial Center estimates training approximately 1200 stakeholders through regional trainings using the developed curriculum.
- 3) Proposals should include a project timeline and the deliverables at each stage. Proposal should also clearly identify the project manager that will be used for the project.

The Indiana Judicial Center will assist the Respondent in scheduling and conducting meetings and trainings. The Respondent will attend meetings and trainings at the offices of the Indiana Judicial Center, 30 South Meridian Street, Indianapolis, Indiana, or at other designated locations, as agreed to by the Judicial Center and Respondent. The Respondent will also meet with the project director, in person or by telephone, at times mutually agreed upon.

The Indiana Judicial Center will maintain the right to review and approve the curricula developed under a contract released as a result of this solicitation. Any and all forms, surveys, manuscripts and other complete or incomplete work product prepared or developed under a contract released as a result of this solicitation shall become the exclusive property of the Indiana Judicial Center, but may be used by the successful contractor upon the prior written consent of the Indiana Judicial Center. A copy of the materials produced under a contract released as a result of this solicitation may be retained by the successful contractor for archival purposes.

Quotation Submission

The quotation is due no later than July 17, 2015. The quotation may be mailed or emailed to Michelle Goodman, Staff Attorney, Indiana Judicial Center, 30 S. Meridian Street, Suite 900, Indianapolis, IN 46204. In addition to any proposal requirements noted above, the quotation must include the name, address, telephone number, fax number and email address of the person submitting the quotation. The quotation must include background information about the person/organization submitting the quotation, including experience and personnel to be used on the project. The quotation must include a statement indicating a willingness to provide the requested services, the cost of providing the requested services, details on how the requested services will be provided (scope of the work), references for similar projects, and the signature of the person or representative of the organization submitting the quotation.